ODP 708-77
14 April 1977

MEMORANDUM FOR: Chief, Information & Privacy Staff,
                  DDA

STATINTL

FROM   :   ███████████████
                  Executive Officer, ODP

SUBJECT   :   Computer Application Possibly
                     Subject to the Privacy Act

1.   The attached memorandum describes a computer application which ODP recently developed. As we discussed recently on the telephone, I intend to send descriptions of this kind to you as they occur in order to get your advice as to whether ODP or the customer Office involved is required by the Privacy Act to do anything before using the file.

2.   I would appreciate your guidance on this application, for our records, at your earliest convenience.

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Att: Memo fm ███████████ B Div/ODP dtd 12 Apr 77

Distribution:
  Orig + 1 - adse

        1 - C/MS
        1 - DD/P/ODP
        1 - Privacy file
        1 - DDI file
        1 - DDA file
        1 - ODP Registry
        1 - O/D/ODP chrono

STATINTL

O/D/ODP ███████████   BO/ODP

12 April 1977

STATINTL   MEMORANDUM FOR: ███████████████
                              Executive Officer, ODP

STATINTL   FROM   :   ███████████████
                              B Division, ODP

           SUBJECT   :   DDI Personnel Rotational Assignment File

    1. On 17 February 1977, the DDI Administrative Staff requested programming support to develop and maintain a file of DDI personnel on rotational assignment. Also, they wanted the capability to produce several reports from the file. One report would be a list of all individuals from a particular home office.

    2. I have provided them with the above support. The file is maintained using CAMEXEC and the reports are generated by the RAMIS data base management system.

    3. For each person on a rotational assignment, the following fields are in the file:

> Name
> Grade
> Home office
> Rotational office
> Job assignment
> Starting date of assignment
> Ending date of assignment
> Next office assignment after current assignment
> Bilateral assignment? (Yes or No)

STATINTL   4. DDI Administration Staff expects to have records for about ███ persons in the file on a continuing basis.

    5. The name of the project is DDIROTATE and its Prism Project Number is 10953. The data is stored in the customer's
STATINTL   VM space as ROTATE CEFILE. My customer contact on the DDI Staff is ███████████████████████

                              ████████████████
                                                        STATINTL
                              ████████████████